

# ASHBY ST MARY PARISH COUNCIL

Minutes of Ashby St Mary Parish Council (ASMPC)  
Meeting of 5th January 2022, 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt- Chairman, Carol Powell, Mark Rolph.

Minutes: Tina Higlett – Parish Clerk.

District Councillor: Vic Thomson

1. To consider apologies for absence.  
Jo Mace and Sarah Kings
2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.  
None.
3. To approve the minutes of the last meeting held on 3rd November 2021.  
These were approved and signed by the Chairman.
4. Public Forum:  
District Councillor - With Covid 19 still around Cllr Thomson advised that in South Norfolk 91% of those entitled to the vaccination have had the first dose, 85% second dose and 75% have taken up the booster. This figure is below the average. New recycling centre has opened at Harford Bridge. Open Reach have been working on the fibre broadband with installation to the telegraph poles. This will need to be approved by the government and once acceptable residents will be advised and can then contact their provider for connection. Chairman spoke of the road closures and the diversions which are put in place and are not always suitable for all types of traffic. Cllr Thomson advised that management of diversions is outsourced to another company and nothing to do with NCC Highways.
5. Matters arising from the minutes of the meeting held on 3rd November 2021.
  - I. Discussion around flooding on Mill Road. The problem is located further down and not where remedial repairs have been carried out. Cllr Rolph also advised there are potholes which need attending too and will log these on the NCC Highways website.
  - II. Co-option to the Parish Council  
No interest.
  - III. Update on purchase of noticeboard.  
Prices to be obtained. Look to purchase two rather than three as previously discussed. Cllr Mace to update at next Parish Council meeting.
  - IV. Platinum Jubilee Celebration.  
Chairman advised that the Curate of Ashby St Mary Church has advised she would assist in chairing all future meetings of the event committee which will be made up of representatives from both Ashby St Mary and Thurton. Council is still waiting to be advised on who will represent Thurton Parish Council. NALC are holding a webinar on managing such an event and representatives from the Parish Council will attend. It has been proposed that a commemorative token should be presented to all school age children, and numbers will need to be obtained. Cllr Powell has spoken to the WI, and they are keen to be involved. A meeting of the events committee is planned for late January early February. Some suggestions have already been put forward including a children's party. Council would like to take part in the beacon lighting ceremony which will see beacons being lit across the country and the commonwealth on the 2nd June. Chairman presented Cllr Powell with the commemorative plaque which Lady Dannatt, her Majesty's Lord-Lieutenant for Norfolk, had commissioned for every town and parish Council in the county, to salute each community's resolve during the coronavirus pandemic. This will be placed on the Village Hall.
  - V. Location/Installation of Dog Waste Bin  
Clerk advised that NCC Highways Engineer thought it would be better if bin was installed on a designated post rather than attached to highways signage.
6. Chairman's update on meeting held with Thurton PC.  
Chairman had emailed councillors on discussions which had taken place with Thurton PC. The need to

maintain the independence of each Parish was accepted. There will be great benefits in joint activities both financially and operationally.

See appendix 1

7. Finance.

(i) Councils current financial standing

Clerk advised the community account has insufficient funds to cover payments this month. Chairman will arrange for funds to be transferred between accounts.

(ii) To approve payments

Date Payee Method Description Amount

18/12/2021 T Higlett Chq:100433 Clerks December Salary 241.75

05/01/2022 HMRC Chq:100434 Clerks Income Tax 349.02

05/01/2022 T Higlett Chq:100435 Postage Stamps 10.20

05/01/2022 Ashby St Mary Village Hall Chq:100436 Hire of venue 15.00

05/01/2022 Autela Payroll Services Chq:100437 Payroll Services 50.40

18/01/2022 T Higlett Chq:100438 Clerks January Salary 241.95

8. Discuss Budget 2022/23

8. Clerk produced Budget for council to approve. Contribution towards the printing of Thurton Thunderer was adjusted to £100 and village maintenance was set at zero. Budget was approved with amendments.

9. Discuss Precept for 2022/23

Council approved the setting of Precept at £3,450 –7.5% increase on 2021-22.

10. Discuss purchase of Defibrillator

CLlr Rolph proposed the purchase of a defibrillator and to locate in the vicinity of the church.

Advised that he has looked into the organisations who can supply along with costings.

Chairman proposed this should be included on the next agenda when a full council should be in attendance.

11. Report from representative of Village Hall Management Committee

CLlr Powell advised that bookings for the hall are good. There has been a lot of interest with exercise classes and a new sport booking of fencing. Community café went well, next one is scheduled in February. Grants are being pursued for the refurbishment of the driveway along with quotes which will now include a turning circle.

12. Reports re Website/Neighbourhood Security/Oil Buying Syndicate NALC newsletters

CLlr Rolph is currently experiencing problems with the website, hopefully these will soon be resolved. One person has shown an interest in joining the Oil syndicate. Nothing to report on neighbourhood security.

13. Correspondence.

NALC newsletters; South Norfolk update on Parish meetings due to Covid. These to continue to take place face to face; Greater Norwich Local Plan examination hearings commencing 1st February; NCC Norwich Western link update

14. Matters for future consideration and items for information.

(i) Chairman advised he would be including editorial in the next edition of the Thunderer.

(ii) Preparation for the Annual Parish meeting which is scheduled to take place on the 27th April 2022.

(iii) Community Infrastructure Levy and proposed expenditure noticeboards and defibrillator.

15. Dates of future meetings:

9th March 2022, 18th May Annual Parish Council meeting.

Meeting closed at 20:40

## Appendix 1

- a) Blue Plaques - The placing of the blue plaques was discussed and as they are not definitive to a particular parish, it was agreed that they would be best sited where parishioners tend to meet. It was suggested that the Village Hall and the School would be suitable.
- b) SAM speed signs - Start progress for application next year. We should be able to identify within Thurton and Ashby, 5-6 sites. T Kitt will contact Gary Overland (NCC Highways) in the new year to agree sites.
- c) Defibrillator -Thurton are considering placing a defibrillator in the old Telephone Box near School. Cllr Rolph, (ASMPC) has suggested buying a defibrillator so I suggest we discuss this at the next PC meeting.
- d) Jubilee Celebrations. Thurton agreed it was a good idea to have a joint event. A small committee to arrange, with one rep from Thurton PC, ASMPC, Village Hall, School and Church. I would be grateful for a volunteer for ASMPC. I would also check rep from church with Rector. Curate Turner would I believe make a good Chairman of the group. Again, we can discuss in more detail the Jubilee, at the next meeting of the PC



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# ASHBY ST MARY PARISH COUNCIL

Minutes of Ashby St Mary Parish Council (ASMPC)  
9<sup>th</sup> March 2022,19:00 at the Ashby St. Mary and Thurton Village Hall

In Attendance: Terry Kitt- Chairman, Carol Powell, Mark Rolph, Sarah Kings  
Minutes: Tina Higlett – Parish Clerk.

1. To consider apologies for absence.  
Jo Mace and County Councillor Kay Mason-Billig
2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.  
None.
3. To approve the minutes of the last meeting held on 5<sup>th</sup> and 26<sup>th</sup> January 2022.  
These were approved and signed by the Chairman. Chairman proposed that when Cllr Powell chairs meetings that she is addressed as the Chair.
4. Public Forum:  
No public in attendance and apologies from Cllr Mason- Billig.
5. Matters arising from the minutes of the meeting held on the 5<sup>th</sup> January 2022.
  - I. Co-option to the Parish Council  
No interest. It is hoped that someone may show an interest at the Annual Parish meeting to be held in April
  - II. Update on purchase of noticeboard.  
Cllr Mace not in attendance to update members. Clerk will email members details of a local supplier and prices.
  - III. Platinum Jubilee Celebration.  
Cllr Powell advised the meeting had gone well. A grant has been applied for from South Norfolk District Council by both parishes. Licensees of George and Dragon are interested in getting involved. Lighting of a beacon will take place on the 2<sup>nd</sup> June in the grounds of the George and Dragon. The village hall has been booked for the 5<sup>th</sup> June for a joint village party and picnics on the playing field. WI will assist with refreshments. Suggestions for entertainment include a tug of war between Ashby St Mary and Thurton. Commemorative mugs will be purchased for children between the ages of 0-11years old. Next meeting will take place on the 23<sup>rd</sup> March.
  - IV. Location/Installation of Dog Waste Bin  
Clerk advised that NCC Highways Engineer thought it would be better if bin was installed on a designated post rather than attached to highways signage. Clerk to complete NCC dog waste bin application form to obtain authorisation from NCC Environmental Services.

Chairman's signature

Minutes 09 March 2022

V. Purchase of defibrillator.

It had been previously discussed about the installation of a defibrillator by the church. However, church could not see the benefit as it is quite isolated. Chairman proposed leaving on the agenda to discuss at a future date and the purchase using Community Infrastructure Levy funding.

6. Finance.

(i) Councils current financial standing

Community Account £500

Business premium Account £ 7550.14

(ii) To note payments made since last meeting

Date	Payee	Method	Description	Amount
10/02/2022	IONOS	Direct debit	Website host	115.20
17/02/2022	P K F Littlejohn	Bacs	Audit 2019 -20	288.00
18/02/2022	P K F Littlejohn	Bacs	Audit 2020 -21	336.00

(iii) To approve payments

Date	Payee	Method	Description	Amount
18/02/2022	T Higlett	Chq:100439	Clerks salary - February	241.75
09/03/2022	Ashby & Thurton Village Hall	Chq:100440	Hire of venue	15.00
09/03/2022	South Norfolk Council	Chq:100441	Dog waste service	132.72
09/03/2022	HMRC	Chq:100442	Clerks Tax	147.60
09/03/2022	Autela Payroll Services	Chq:100443	Payroll	63.00
18/03/2022	T Higlett	Chq:100444	Clerks Salary - March	185.40

(iv) To note receipts since last meeting

None.

(v) To appoint L Trueman as internal auditor for 2021-22.

(vi) Council noted conclusion of external audit for 2020-21. Date for inspection of the Annual Governance and Accountability Return was set for 1<sup>st</sup> March to the 8<sup>th</sup> April 2022.

7. Annual Parish meeting scheduled for 27<sup>th</sup> April 2022

Chairmans report has been produced and will be distributed to householders with an invite to attend the meeting.

8. Periodic Items

Council approved the following:

(i) Data Protection Policy. Proposed by Cllr Rolph and seconded by Cllr Powell – all in favour

(ii) quality and Diversity Policy. Proposed by Cllr Kitt and seconded by Cllr Powell – all in favour

Chairman's signature

Minutes 09 March 2022

9. Emergency Plan and Norfolk Resilience Forum

It was felt that the councils Emergency Plan should be reviewed annually. Correspondence from Norfolk Resilience Forum had been received and council felt that they should be added to the cascade alert system.

10. Report from representative of Village Hall Management Committee

Cllr Powell – Trees have been removed from the site and some have had the height reduced. Approval has to be approved by the forestry commission for additional work and when this has been received then there will be further cutting back of tree canopies. Kitchen door and emergency fire door have both been replaced by local company. Main hall floor has got to have further remedial maintenance. 100 club has a100 members again. Hall has received a donation from the Sand and Gravel charity £ and 1000.00 from Thurton Parish Council towards lettings and grounds maintenance. Tesco tokens will end during March and committee hope to receive a small income from this. Currently discussing with the Environment Agency regarding the installation of a grid over the dyke to avoid an accident.

11. Reports re Website/Neighbourhood Security/Oil Buying Syndicate NALC newsletters

See attachment

12. Correspondence.

- (i) Norfolk Resilience Forum
- (ii) South Norfolk Community Police Forum 10<sup>th</sup> March 2022
- (iii) NALC summer conference & annual general meeting.

13. Matters for future consideration and items for information.

- (i) Emergency Plan
- (ii) CIL expenditure

14. Dates of future meetings:

27<sup>th</sup> April 2022 Annual Parish Meeting; 18<sup>th</sup> May Annual Parish Council meeting; 20<sup>th</sup> July 2022

Meeting closed at 20:40

Appendix 1



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Chairman's signature:

Minutes 09 March 2022

# ASHBY ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Ashby St Mary Parish Council (ASMPC)

20<sup>th</sup> July 2022, 19:00 at Ashby and Thurton Village Hall

In attendance Terry Kitt (TK Chairman), Carol Powell (CP Vice Chair), Mark Rolph (MR), Sarah Kings (SK) and Vic Thomson Councillor SNDC.

1. Apologies. Clerk Tina Higlett positive with Covid.
2. Declarations of interest for items on the Agenda and to consider any dispensations for Councillors with pecuniary interest. None
3. To approve the minutes of the meeting held on 18th May 2022. They were agreed as a true record of the proceedings.
4. Matters arising from the meeting, not covered by agenda Items.  
Agenda 9. Parish Council membership of Norfolk ALC terminated and now a member of Norfolk Parish Training and Support.  
Agenda 18. Parish Council Insurance now with Zurich Municipal.
5. SNDC Councillor Vic Thomson.
  - i. DC will fund electric charging points and Village Hall prompted to express interest.
  - ii. Community Action Fund.  
An existing fund in South Norfolk which accepts applications valued between £1000 and £15,000. For community initiatives which require larger amounts of funding.  
Applications will be considered by a Panel, who will meet up to twice per year to consider applications.  
Closing date for current submissions is 24 June 2022.  
Village hall project to improve access road and car parking is a suitable project.
  - iii. New offices with Broadland DC to be at Broadland Park  
One officer team already has saved £1 million. Saving similar per annum. New office very energy efficient.
  - iv. Million Trees Project. I have sent Clerk an invite to receive newsletter about this project. This will be the quickest way to order in future. Village playing Field a possible location.
  - v. SNDC. Our Delivery Plan 2022/23 and 2023/4.  
See details attached to Vic Thomson Email.
  - vi. Waste Water Neutrality. Defra and Natural England had identified Broads and River Waveney that are subject to pollution by nitrates and phosphates and had issued a moratorium on development, until mitigation of the impact of waste water from the developments had been established. Only developments with planning permission that had started were exempt.
  - vii. Village Cluster forward plan is affected by the Neutrality decision but it was hoped the plan would be published later this year.
6. Planning.  
No objections to the proposals at White Cottage Sandy Lane. Noted that owner had been filling watercourse with grass cuttings. Neighbour had pointed out it could cause flooding and had photos of site. Parish to be aware of possible future problems.
7. Finance.
  - a. 1st Quarter 2022/23 statement. Approved. Proposed by CP, seconded by SK.
  - b. Due to absence of Clerk issuing of cheques postponed.
  - c. Payment to HRMC Noted.
  - d. Clerks taxation postponed until next meeting.
  - e. Jubilee costs. CP and SK reported that estimated profit of £300 to be confirmed at next meeting . Any profit to Village Hall Funds.

TK thanked SK and CP for their efforts with regard to the celebrations.

8. New Items. Grant Awarding Policy to be considered at next meeting.
9. a. Parish Council Notice boards. It was agreed that t we purchase from KBS Depot Ltd.
  - i. Two 6 by4 Traditional single door notice boards at £ 185.00 each.
  - ii. Two pair of concrete posts to go with boards at £141.00.  
Clerk to arrange.b. Dog Waste Bins. It was agreed that we purchase from Glasdon. One Fido 25tm Dog Waste Bin at £153.98. Clerk to arrange.
- 10 Purchase of Defibrillator.  
Short discussion on the benefits of the defibrillator in our rural village. MR requested defibrillator to be kept on agenda for regular discussion if circumstances change. Council to consider at next meeting donation towards defibrillator being purchased by Thurton.
11. Periodic Items.  
Postponed to next meeting.
12. Charging points  
See minute 5i. Above.
13. Village Hall Management Committee.  
CP reported the Community Café for 11<sup>th</sup> July went well and raised £106.55. It has been suggested that when we have the next one September 12<sup>th</sup>, to give children one free squash and perhaps at another one give one free refill for coffee or tea.  
New Kitchen door and Emergency Fire door had been installed.  
50 new chairs have been purchased with part of the money coming from Tesco Scheme third prize of £500.  
A sign had been taken down from the Basket ball post. This is the second thing as a bench was badly damaged and unusable.  
The Committee is talking about installing cctv. James King our Beat Manager from Loddon had been asked to meet but no reply had been received to date.
14. Website, Neighbourhood security and Oil buying Syndicate..  
MR advised there was nothing to report re Neighbourhood security. No police messages were received any more except for a newsletter aimed at rural communities. He acknowledged the website required updating but this had not yet been possible due the number and frequency of his hospital and medical appointments and the amount of information and the concentration required to do so. The Ashby Oil Syndicate had been active with 2 syndicate purchases in June and July. They reflected the volatile level of oil prices since in June the cheapest domestic oil obtainable was 97.00 ppl while in July this had reduced to 88.00 ppl.
15. Correspondence.  
Consider at next meeting.
16. No Action
17. Clerks contract. Consider at next meeting.
18. Councillors vacancies . TK to investigate possible applicants and report back.

Date of next meeting 21st September 2022.

Meeting closed at 20.50.





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Minutes July 2022

Chairman.....

**Minutes of Ashby St Mary Parish Council (ASMPC)**  
**Tuesday 27<sup>th</sup> September 2022 at 19:00 at Ashby and Thurton Village Hall**

In Attendance: Terry Kitt (Chairman), Carol Powell, Mark Rolph,  
Minutes: Tina Higlett – Parish Clerk.

The chairman opened the meeting by inviting those present to take a moment to reflect on the passing of Queen Elizabeth II.

1. Apologies

Apologies received from Cllr V Thomson – District Council

2. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.

Carol Powell declared an interest in Item 10.

3. Minutes of the last meeting held on the 20<sup>th</sup> July 2022.

These were agreed as a true record of proceedings.

4. Matters arising from minutes.

None

5. Public Forum:

No public in attendance.

6. To agree the salary details and receive and sign the contract of the new parish clerk

It was agreed to appoint Tina Higlett on a permanent contract. The salary and terms of 4 hours per week with a salary of £2589.60 per annum, salary point 15 within the scale 13-17.

7. Planning

I. Planning applications commented on since last meeting.

2022/1279 Laurel Cottage 3 Mill Common Ashby St Mary, Removal of condition 3 from 2014/2540 - The owner of the horses no longer resides at the main dwelling 3 Mill Cottage.

Council reviewed the above application and advised South Norfolk Council of their concerns around the lease of the stables and land for amenity livery to a single or at most 2 leaseholders with maximum 3 horses in total occupying the property.

Council asked the question of SN as to how this would be managed. Should the application be accepted, not accepted, or accepted with conditions such as a rider to the permission that a strict maximum of only three horses occupy the stables.

The application stated there is ample off-street parking, which council believes this is not the case. There's parking off the road on the side of the stables but it may impact on the householders opposite whose properties may not have parking with their curtilages and therefore park opposite.

8. Finance

I. Councils current financial standing

Community Account £500.00  
 Business Premium Account £6797.08

II.To approve payments

Date	Payee	Method	Description	Amount
18/08/2022	T Higlett	Chq:100453	Clerks' salary - August	£185.20
18/09/2022	T Higlett	Chq:100454	Clerks' salary – September	£185.40
27/09/2022	HMRC	Chq:100455	Clerks Tax	£119.60
27/09/2022	KBS Depot	Chq:100456	Noticeboards	£777.60
27/09/2022	Autela Payroll Services	Chq:100457	Payroll services	£51.61
27/09/2022	Ashby & Thurton Village Hall	Chq:100458	Hire of venue	£40.00
27/09/2022	T Higlett	Chq:100459	Condolence book and Photo	£30.49
27/09/2022	A Rudd	Chq:100460	Installation of Noticeboards	£104.04

Council had previously proposed the purchase of noticeboards and cost to install would be paid from the Community Infrastructure Levy.

III. To note payments paid since last meeting.

None.

IV. Update of final cost of Platinum Jubilee Celebrations.

Income = £1044.00, Expenditure = £835.99 Balance of £208.01 donated to village hall.

V. Invoice to be raised to Thurton Parish Council for £263.61 towards share of Platinum Jubilee mugs.

#### 9. New Items

I. Grant Awarding Policy was adopted

II. Co-option onto parish council. Councillors are actively trying to source new members.

10. To discuss proposed plans to replace village hall driveway using Parish Partnership Scheme  
 The Chairman of the Village Hall Committee had presented to the parish council three quotes for the resurfacing of the driveway along with a completed funding application form. Council agreed they would contribute towards the resurfacing, however it was felt that the funding figure requested from the council, could be difficult and that council would need to review. It was proposed that the parish council should take the lead in applying for funding from Parish Partnership Scheme.

#### 11. Review of Emergency Plan

It was proposed to include emergency advice regarding, Covid 19 pandemic, and protective measures regarding heatwave/fires through inclement weather.

#### 12. Communications with residents

Chairman opened the discussion with a proposal to obtain email addresses to send out future communications from the council. Clerk to look into how other parish councils

update residents on council news and to obtain information on GDPR.

13. Contribution towards defibrillator for Thurton/Ashby St Mary Residents

Thurton PC have purchased the old redundant telephone kiosk on School Road. They have approached council to see if they would be interested in contributing towards the cost of a defibrillator which will benefit the residents of Ashby St Mary and Thurton who reside on this side of the A146. It was agreed council would contribute 50% of the nett price.

14. Purchase of defibrillator for village

Council uncertain of the ideal location and proposed revisiting again and inclusion as a future agenda item.

15. Periodic Items

Council reviewed and adopted the Lone Working Policy.

16. Update on highway maintenance

Mill Common vegetation obstructing visibility to the right as you leave Mill Common. Highways programmed in the cutting back of the overgrowth at this junction. Clerk to notify NCC Highways that the footpath sign on foot path 1 (north end near church towards Claxton) has fallen down due to rotten timber.

17. Report from Village Hall Management Committee

A 2-year fixed electricity rate has been agreed till April 2024. Coppicing must be carried out on the wooded area at a cost of £7,000. Heavy rain had found its way into the chair room, via guttering which had become blocked by vegetation growing close to the building. Loft insulation has been carried out, and there are still things which require attention on the hall. Fortunately, bookings are good and bank accounts are looking healthy.

18. Report re Website/Neighbourhood Security/Oil Buying Syndicate

- No neighbourhood security issues
- Oil buying syndicate – 5 people have bought
- Website is up to date

19. Correspondence

- Smaller Authorities Audit Appointments (SAAA) Central External Auditor Appointment Arrangements.

It was agreed not to opt out of the arrangement whereby SAAA would appoint the parish council's external auditor for the forthcoming five years.

- ICO Data Protection Fee renewal.

It was proposed to set up as a direct debit saving an annual reduction of £5 on the fee.

- Chairman proposed purchasing a wreath for Remembrance Day under S137 – all in favour.

- Clerk asked for permission to purchase computer security – no objection

Date of next meeting.  
9th November 2022

Meeting closed at 21:30



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# **ASHBY ST MARY PARISH COUNCIL**

Minutes of the Annual Parish Council Meeting

Ashby St Mary Parish Council (ASMPC)

**27th September 2022, at 19:00 at Ashby and Thurton Village Hall**

## **ASHBY ST MARY PARISH COUNCIL** ASMPC)

Minutes of Extraordinary meeting on the

26<sup>th</sup> October 2022 19:30

Ashby and Thurton Village Hall

In Attendance: Terry Kitt – Chairman Carol Powell – Vice Chairman, Mark Rolph, and Sarah Kings  
19 members of the public

1. To consider apologies for absence.

None

2. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.

None.

3. Public Open Forum

- A presentation was given by the architect of the new development. The dwelling will be a sustainable home with no other properties built on the land. The architect hopes the development will be considered under paragraph 79(formerly paragraph 55) of the National Planning Policy Framework, for those wishing to build a property in the countryside and meet one of four circumstances. This application is one of exceptional quality and design. South Norfolk Council Planning to advise accordingly.

- The applicant currently resides in a property on the land but this is currently up for sale to enable them to build the new property. The land is owned by the applicants daughter whose name is on the application form.

- Public were invited to ask questions.

Concerns around:

- The removal of trees. Five would be removed in the middle of the land and eventually replaced with nine. The trees will also be used to funnel the wind for the turbine.
- Turbines will be of the domestic type around 0.8m high.
- This will be an isolated property. No two paragraph 79 properties can be built near each other.
- Lake/pond will be a specialist build, with only a small amount of water.
- Flooding on Sandy Lane.
- Increased traffic. No verges along the single-track road. Pedestrians could come up against works vehicles coming on and off the site.
- Could this encourage other landowners in the village to sell land for development.
- Foul drainage - treatment plant to be installed.
- Build time – 20 /28weeks.

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4. Planning

2022/1875 Location: Land Between The Street And Sandy Lane Ashby St Mary Norfolk

Proposal:Development of a single high-quality sustainable dwelling with garaging.

Application Type: Full Planning Permission

Chairman spoke of the Parish Plan which was drawn up in 2005 and residents were asked their views on future developments in the parish. Plan was reviewed in 2008/09 and proposed plan should be reviewed in the near future. The consensus was that any developments would be infill

on Mill Road, change of use and extensions.

Minutes Extraordinary meeting 26th October 2022

Chairman.....

The trees on the site have no TPO's on them, and the plans shows the driveway as tree lined. It was felt that a traffic management plan should be put in place to avoid core travel times, school etc.

The development is not a typical development and consensus is to retain current state of village.

Meeting closed at 20:45

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Minutes Extraordinary meeting 26th October 2022

Chairman.....



# ASHBY ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

Ashby St Mary Parish Council (ASMPC)

9<sup>th</sup> November 2022, 19:00 at Ashby and Thurton Village Hall

In Attendance: Terry Kitt (Chairman), Carol Powell (CP), Mark Rolph (MR), Sarah Kings (SK),  
Cllr Vic Thomson (District)

Minutes: Tina Higlett (TH) – Parish Clerk.

## 1. Apologies

Apologies received from Cllr K Mason Billig – County Councillor

## 2. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest.

Carol Powell declared an interest in Item 10.

## 3. Minutes of the last meeting held on the 27<sup>th</sup> September 2022.

These were agreed as a true record of proceedings.

## 4. Matters arising from minutes.

- Highways maintenance. Chairman advised he had been experiencing difficulties in corresponding with NCC Highways.

Chairman asked for agenda item 10 (a) Co-option to be brought forward as there were two members of the public in attendance who were interested in becoming councillors.

Chairman advised on the format of the meetings and frequency. They were cordially invited to stay for the meeting, and it was proposed they should formally join council in January 2023.

## 5. Public Forum:

South Norfolk Council have now relocated to Thorpe Lodge, Yarmouth Road, Norwich until new premises are available at Broadland Business Park. Concerns around the Avian Flu which seems to be spreading around the county. South Norfolk Warm Spaces grant is actively being taken up by organisations including public houses and libraries. To apply for the grant of £600, you must be able to offer a warm space for at least 4 hours every week from October 2022 to March 2023. South Norfolk have also launched a Bin Collection App details of which will be supplied to each household.

## 6. Planning

a) 2022/1904 Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB)

Location: Studio Barn Hill Farm Mill Common.

Council acknowledged that the plan meets the requirements of the Ashby St Mary local plan and could see no reason to object. However, recommended that any decision should take into consideration any points passed to the planning officer by those affected by the application.

Decisions made prior to this meeting

- a) 2022/1875 Location: Land Between The Street and Sandy Lane Ashby St Mary.  
Proposal: Development of a single high-quality sustainable dwelling with garaging.

Chairman advised a letter had been sent to the planning officer on behalf of the parish council advising them of councils concerns and recommended refusal of application. The letter also requested the council should be informed of the decision and whether this was a paragraph 79 application.

7. Finance

- a) Community account £7480.33  
b) To approve payments

Date	Payee	Method	Description	Amount
18/10/2022	T Higlett	Chq:100462	Clerks' salary - October	£185.40
09/11/2022	KBS Depot	Chq:100463	Magnets	£16.80
09/11/2022	T Higlett	Chq:100464	Computer security	£19.99
09/11/2022	Ashby & Thurton Village Hall	Chq:100465	Hire of hall	£20.00
09/11/2022	Roberts and son	Chq:100466	Printing	£20.00
09/11/2022	T Higlett	Chq:100467	Clerks Salary - November	£185.40
09/11/2022	Glasdon	Chq:100468	Dog waste bin	£196.17

- c) To note payments made since last meeting  
Direct debit instruction set up for Information Commissioners Office of £35.00  
d) Increase in clerks' salary as per NJC terms and conditions from 1<sup>st</sup> April 2022.  
Letter was signed by the Chairman authorising Payroll provider to increase clerks' salary and back date to April 2022.

8. Budget 2023/24

Clerk talked through the draft budget for 2023/24. Discussion followed on contributions towards village hall driveway, Thurton defibrillator and printing of the Thunderer. Electronic copies of the budget will be forwarded to councillors for discussion at next meeting.

9. Councils' submission for Parish Partnership Scheme

Clerk has completed most of the form however a map of the proposed works must be included with the submission. Chairman to provide.

10. New Items

- a) Co-option previously discussed  
b) Update on Thurton Thunderer.

SK advised the magazine has recently lost some of the volunteers to carry out the management of the magazine. It is well liked by people, and it would be a shame for the magazine to have to fold if volunteers cannot be found. Advertisers have also decreased, and this has influenced the income which is used to offset the costs of printing. SK advised that should the magazine continue Ashby St Mary PC may have to contribute towards the printing which would be around £479.00. This will need to be included within the budget for 2023/24.

11. Consultations

- a) Transport East – Rural mobility Scheme

12. Report from Village Hall Management Committee

The Land registry are now working on the committee’s application. Trustees own the village hall and playing fields to somewhere in the woods, but not land to the east of the woods, dyke, or the land beyond and up to the plantation. Need to look at the original conveyance to see who owns this.

The remaining 16 trees in the wooded area at the end of the playing field have had routine maintenance carried out at £6,160. The community café raised £95.20 in October, and another is planned for November. Quiz night raised £564.50. Looking to replacing the blinds and adding curtains which will hopefully help with the acoustics in the hall. South Norfolk Council are looking to use the hall for a polling station on May 4<sup>th</sup>, 2023.

13. Report re Website/Neighbourhood Security/Oil Buying Syndicate

- No neighbourhood security issues
- Oil buying syndicate – nothing to report

14. Correspondence

- Broadland & South Norfolk Business Awards
- Norfolk Minerals and Waste – submission date for comments to the 19th December
- South Norfolk Bin Collections App.
- South Norfolk Email and Website domain change
- South Norfolk Warm Spaces grant

15. Date of next meeting.

4th January 2023

Meeting closed at 20:55



[ashbystmary.org.uk](http://ashbystmary.org.uk)

Minutes of meeting 9th November 2022

Chairman.....